

Police Civilian Review Board Policy

Attendance Policy

Whereas Members consider the work of the Police Civilian Review Board to be of the highest importance, it is critical that all members of the Board participate fully in carrying out the Board's responsibilities. Members must be available and willing to attend meetings of the full Board and to serve on panels reviewing specific investigations.

As a result, it is deemed appropriate to adopt a policy regarding attendance of Board members.

1. Responsibilities

- A. It is the responsibility of the Board Investigator to maintain attendance records and notify the Chair of any breach of the attendance policy.
- B. It is the responsibility of the Chair to report any such violation to the Mayor along with a recommendation that the Mayor remove that member from the Board.

2. Policy

- A. The Chair will recommend the removal of Board members who miss more than two meetings of the whole Board in any calendar year, unless the absence is caused by a long-term illness or injury. This policy will not apply when the absence(s) were from special meetings for which there was not at least one week notice.
- B. The Chair will recommend the removal of Board members who, after agreeing to attend, miss three panels reviewing specific cases in any calendar year, unless caused by illness, injury, or a conflict of interest.

Chair

Date